

## CLERK OF THE BOARD

## POLICY DESCRIPTION FORM

Department/Group: Clerk of the Board/ Admin/Exec Budget Code: AAA CBD  
 Title: Restoration of Chief Deputy Clerk of the Board Position

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 80,540	\$ 80,540

## CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Chief Deputy Clerk of the Board	\$80,540
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

## FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) \_\_\_\_\_

Total: \$ 80,540 \$ 80,540

REVENUE (specify source)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total: \$ \$

LOCAL COST \$ 80,540 \$ 80,540

## **CLERK OF THE BOARD**

### **Policy Item #1 – Restoration of Chief Deputy Clerk of the Board Position**

The Chief Deputy Clerk of the Board position serves as the assistant to the Clerk of the Board of Supervisors. Government Code Section 25101 states that the Clerk of the Board must attend each regular and/or special meeting of the Board of Supervisors. The Chief Deputy position would fulfill that function in the event that the Clerk of the Board cannot perform those duties. The position is integral to the management team of the department and defunding it would have a significant impact on departmental operations.

First and foremost, there will be no backup should the Clerk of the Board be unable to fulfill the mandated duties. This puts a significant burden on the Clerk of the Board with respect to lack of relief for time off and/or emergencies. Secondly, succession planning has been identified as a priority in the development of the county's leadership team. The elimination of the Chief Deputy position would preclude any succession planning efforts to ensure the continuity of the management staff and department goals.

Finally, the responsibilities for the efficient and effective management of the department require a significant amount of time, commitment to excellence and leadership skills. The department's management staff is responsible for the development of effective and efficient operational plans that include but are not limited to: budgeting, workflow analysis, operational efficiencies and staff development. The Chief Deputy position will bring those skill sets that are key to assisting the Clerk of the Board in the successful management of the department.

Records management, Conflict of Interest filings, Assessment Appeals and the agenda process are a few of the Clerk of the Board responsibilities that require a considerable amount of time and could result in significant financial and/or legal impacts if poorly managed. For example, failure to maintain a records retention program results in the inefficient use of storage space and increased storage costs; poor tracking of Conflict of Interest – Form 700 filings could result in FPPC fines to the county; poor management of the Assessment Appeals process could result in the loss of property tax revenues; and inefficiencies in the agenda process could leave us legally vulnerable due to inaccurate records or potential violations of the Brown/Public Records Act.

Given the responsibilities of the Clerk of the Board and the department, it is prudent to fill the Chief Deputy position to provide backup for the Clerk of the Board, allow succession planning, assist in more efficient supervision of departmental staff and assist in the efficient management of the department.